Calling someone

1. Tap **Dial**, as outlined.

2. Key in the number, as outlined.

3. When the number has been keyed in, tap the **Call** key to place the call. Tap *** to gain access to more options.

Using the list of contacts to call

1. To search for someone, tap here to invoke the virtual keyboard and then key in the name or number. Matches will appear as you type. All three lists will be examined for possible matches.

2. When an entry has been located and selected the **Call** menu will appear. Tap **Call** to place the call. There are some options available. These are always context sensitive, which means that meaningless options are not shown. For example **Add to Favorites** is not available for entries already residing in the list of **Favorites**.

To locate an entry, you may also scroll through a list as you would do on a smartphone. Tap to select an entry. The selected entry will appear on a blue background.

3. If you are going to look in a specific list only, tap the corresponding tab first. Any matches will appear here. Tap to select an entry. The selected entry will appear on a blue background.

4. To search for someone, tap here to invoke the virtual keyboard and then key in the name or number. Matches will appear as you type. All three lists will be examined for possible matches.

Initiating a video conference (optional feature)

**Method A (Multisite):**

1. In a call tap **Add**.

2. Search or dial in the usual way.

3. Tap **Add** to turn the current call into a conference.

**Method B (MultiWay/CUCM):**

1. In a call tap **Add**.

2. Place a new call in the usual way.

3. Tap **Merge** to turn the current call into a conference.

Repeat the procedure to add more participants.

Tap **END** to terminate the conference.
## Sharing content

1. Tap **View PC**, as outlined.

2. Tap **Present**. You should now see the presentation on the screen.

3. When the presentation is over, tap **Stop Presenting**, as outlined.

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## Want to share a document?

Place document as shown and tilt camera as shown to share a document.

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## A tour of the Touch pad

- **Tap here to activate** / de**activate** the **Do not disturb** feature, to activate / de**activate** the **Standby** feature, and to access the **Settings**.
- **Tap here to activate help desk contact**, if available.
- **Tap here to activate self-view**.
- **Tap here to select between loudspeaker and headphones**.
- **Time of day**.
- **Tap to mute/unmute microphone**.
- **Adjust volume here** (tap and drag).
- Any **messages to you while you were away will be indicated here**.

**New Features**

- **Tap here to invoke the dial pad**.
- **Tap here to invoke the list of contacts including Favorites, Directory and History**.
- **Tap here to invoke a list of upcoming scheduled meetings**.
- **Tap here to invoke the voice mail system, if applicable**.